

Volunteering With Boston Centers for Youth & Families

Frequently Asked Questions

Q: What are the requirements to become a volunteer with BCYF?

A: *To become a volunteer with BCYF, individuals must fill out a general volunteer application form, attend a volunteer orientation, and pass a CORI/SORI background check.*

Q: Is there an age requirement?

A: *Generally we ask volunteers to be 16 years (with parental/guardian consent) or older. Individuals under the age of 16 wishing to volunteer should contact BCYF Administrative Office for more information.*

Q: How do I get started volunteering with BCYF?

A: *To become a volunteer with BCYF you must fill out a volunteer application form. This one page form asks for general contact information as well as service preferences in terms of the type of activity you are looking to help with and the neighborhood you would like to serve. The application form can be found at the community center you wish to serve, BCYF Administrative Office, or online.*

Q: How long is the volunteer application process?

A: *Depending on your volunteer interest and neighborhood preferences as well as the return time of the CORI/SORI, this process could be fairly quick or lengthy. Unfortunately, there is no set time as to how long the CORI/SORI background process takes. Generally speaking the process can range from 2 to 4 weeks depending on the time of year. (During the summer months you can expect this to be a longer process.) **Please note that to complete a CORI/SORI background check you must have some form of U.S issued Identification.***

Q: Why do I need to complete a CORI/SORI?

A: *All individuals working or volunteering with the City Of Boston must complete a CORI/SORI. This process allows us to achieve a safer work environment for our employees and protect the youth and families we serve on a daily basis.*

Q: How long after I have gone for my CORI/SORI do I have to wait before I can begin volunteering?

A: *Volunteers cannot begin their service until their CORI/SORI comes back cleared.*

Q: If I have completed a CORI/SORI with another organization do I still have to go through the process with BCYF?

A: *Yes, no individual is exempt from the CORI/SORI process regardless of any check they have gone through with other agencies. Additionally, it is important to note that if there is a 60-day break in service, you will need to have the CORI/SORI process completed again.*

Q: What volunteer opportunities are available with BCYF?

A: *Depending on which neighborhood you would like to serve, BCYF offers a diverse range of volunteer opportunities. With our 35 community centers around Boston running tailored programs around our ACES Framework (Arts, Community & Civic Engagement, Education, Sports) to meet the needs of their specific neighborhoods there is a multitude of ways to get involved.*

Q: What is the time commitment of a BCYF volunteer?

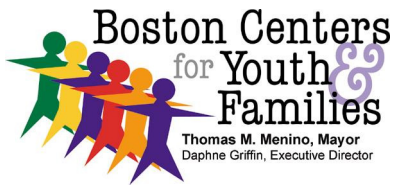
A: *The time commitment varies depending on the program or project you would like to help with and the time you are able to commit. We have ongoing projects as well as one-time events. We do ask that volunteers honor their time commitment.*

Q: Where can I find more information about BCYF programming?

A: *For Information regarding the programming offered at our various BCYF centers visit us online at <http://www.cityofboston.gov/bcyf/>*

Q: If I have questions about volunteering who should I contact?

A: *For additional questions or concerns call 617-635-4920, or email Volunteer@BCYF.net.*



Volunteer Application Form

***All volunteers are subject to a CORI/SORI before you are eligible to volunteer with BCYF.**

Contact Information:

LAST NAME	FIRST NAME	DATE OF BIRTH (MM/DD/YY)
ADDRESS		
CITY	STATE	ZIP CODE
HOME NUMBER	CELL NUMBER	
EMAIL		

Volunteer Opportunities:

- | | |
|---|---|
| <input type="checkbox"/> Tutoring | <input type="checkbox"/> Work w. Older Adults |
| <input type="checkbox"/> Adult Ed. | <input type="checkbox"/> Teach/Coach Workshops |
| <input type="checkbox"/> ESOL | <input type="checkbox"/> Special Events |
| <input type="checkbox"/> After-School Support | <input type="checkbox"/> Physical Service (landscaping, clean-ups, etc) |
| <input type="checkbox"/> Admin. Support | |

Availability

(Please provide best time to volunteer, i.e. 9-11am)

Mon.	
Tues.	
Wed.	
Thurs.	
Fri.	
Sat.	

Neighborhood Preference:

- | | | | |
|--|--|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Allston/ Brighton | <input type="checkbox"/> East Boston | <input type="checkbox"/> Mission Hill | <input type="checkbox"/> South End |
| <input type="checkbox"/> Charlestown | <input type="checkbox"/> Hyde Park | <input type="checkbox"/> North End | <input type="checkbox"/> South Boston |
| <input type="checkbox"/> Chinatown | <input type="checkbox"/> Jamaica Plain | <input type="checkbox"/> Roslindale | <input type="checkbox"/> West Roxbury |
| <input type="checkbox"/> Dorchester | <input type="checkbox"/> Mattapan | <input type="checkbox"/> Roxbury | |

*Type of Volunteer (Please Check All that Apply)

- | | | | |
|--|--|-------------------------------------|--|
| <input type="checkbox"/> Individual | <input type="checkbox"/> College Student | <input type="checkbox"/> Corporate | <input type="checkbox"/> Group |
| <input type="checkbox"/> High School Requ. | <input type="checkbox"/> Faith-Based | <input type="checkbox"/> Non-Profit | <input type="checkbox"/> Court Ordered |

If Applicable, Organization/School Name:

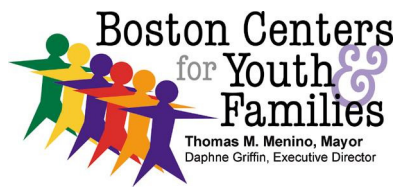
*If volunteer is under the age of 18, parent/guardian consent is required once the volunteer has been accepted.

Skills/Experience: Please list any skills/interests or experiences that you would be willing to share while volunteering.
(Ex: Athlete, Creative Writer, Photographer, Foreign Languages, CPR, FIRST AID Certified etc.)

Please Submit to:

Boston Centers for Youth & Families *1483 Tremont Street, Boston MA 02120
Ph: 617-635-4920 * Fax: 617-635-4524 * Volunteer@BCYF.net

A copy of this form should be kept on site and at BCYF HQ in the Development Office (Office Use ONLY)

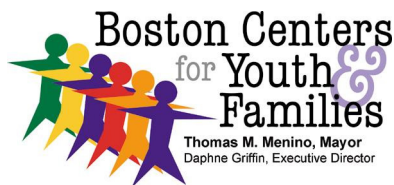


Volunteer Policy & Contract Rights & Responsibilities

Thank you for taking the first steps to becoming a volunteer with BCYF. We greatly value the time and commitment you are about to make and because of that, we ask you to take a moment to read over our volunteer policy which not only lets us tell you what we expect of you, but what you can expect from us.

AS A BCYF VOLUNTEER...

It is my RIGHT	It is my RESPONSIBILITY
To receive the appropriate orientation, training, and guidance needed to perform the task at hand.	To work diligently to fulfill the responsibilities I have accepted and to not take on more than I am capable of handling.
To give input on how to provide better services or build a stronger volunteer program.	To show up to the site on time and with the necessary tools to perform the task assigned and to notify the site in a timely manner should I not be able to fulfill the commitment.
To receive useful feedback and evaluation on the work I have performed.	To uphold BCYF policies and procedures when volunteering and to respect the rules of the site.
To be kept informed with relevant information that pertains to the task at hand.	To contact my site supervisor when I need support relating to my particular task or when experiencing problems relating to my volunteer experience.
To ask any questions that help to clarify a task or assignment.	To ask any questions needed to clarify the task at hand.
To be treated as an equal partner within the site, and the organization.	To act in a responsible, professional manner, refraining from profanity and inappropriate talk while at sites.
To feel my efforts have a real purpose and contribute to the mission of BCYF.	To report any incidents immediately to the supervisor.
To expect that my time will not be wasted by poor planning or coordination by the site.	To fill out volunteer sign in book, maintaining hours volunteered.
TO HAVE FUN!!!	To learn from the community service experience.

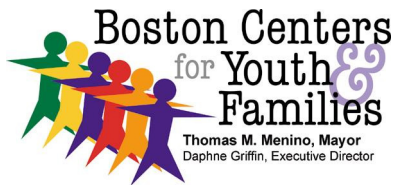


WHAT YOU CAN EXPECT FROM BCYF COMMUNITY CENTERS

Our RIGHTS	Our RESPONSIBILITIES
To select the best volunteer for the job by screening all applicants. This includes a CORI/SORI.	To provide volunteers with the tools necessary to complete assignment including a thorough orientation and training.
To require all volunteers to go through a training and orientation before volunteering.	To provide ongoing support and encouragement to volunteers.
To expect Volunteers to adhere to the City of Boston and local facility work rules.	To have scheduled check-ins with volunteers based on performance.
To expect clear and open communication from the volunteer.	To provide a positive and comfortable workspace for all volunteers.
To provide feedback and regular check-ins to volunteers based on performance.	To maintain a volunteer log book, containing volunteer's logged hours.
To release a volunteer from a site if at any point they violate policies and procedures.	To ensure that each volunteer is accorded equal treatment and opportunity (Equal Opportunity Employer)

As a volunteer I understand and accept the following:

- **Waive & Release.** I, the participant, release and forever discharge and hold harmless BCYF from any claim or liability that I, the participant may have against BCYF with respect to any bodily injury, personal injury, death or property damage that may occur during my volunteering with BCYF. I also understand that BCYF does not assume any responsibility or obligation to provide financial or other assistance, including but not limited to medical, health or disability insurance in the event of injury, illness, death, or property damage.
- **Insurance.** BCYF does not carry or maintain, and expressively disclaims any responsibility for providing any health, medical, or disability insurance coverage for Volunteers. EACH VOLUNTEER IS EXPECTED AND ENCOURAGED TO CARRY PERSONAL LIABILITY OR HEALTH INSURANCE PRIOR TO REGISTERING AS A BCYF VOLUNTEER.
- **Photographic Release.** I grant and convey unto BCYF all right, title and interest in any and all photographic images and video or audio recordings made by BCYF during my time volunteering.
- **Other.** I understand that it is my desire to further the work and mission of the City of Boston by performing services as a Volunteer with Boston Centers For Youth & Families. I willingly and with enthusiasm undertake said services as a volunteer without compensation and that, in performing said services, I acknowledge that I am not acting as an employee of the city of Boston.



Volunteer- Site Coordinator Contract

By signing below I acknowledge my rights and responsibilities with the regards to the commitment I am making as a volunteer with Boston Centers For Youth & Families. I also express my full understanding and accept the Release as stated above.

Name: _____

Signature: _____

Date: _____

If volunteer is under the age of 18- Consent:

In consideration of my child's participation, I hereby waive and release any and all rights and claims for damages I may have against the City of Boston and Boston Centers for Youth & Families, and any and all other individuals or organizations associated with volunteering with Boston Centers for Youth & Families, for any and all damages or injuries suffered by the participant during volunteer services with BCYF. I attest that the applicant is sufficiently in condition for safe participation in volunteering. I give consent for my child to be administered first aid and to be treated by an emergency medical technician-paramedic, nurse or physician. Any follow up medical attention may be given at a local hospital and transportation to a Boston hospital is authorized. I hereby give consent for my child to be interviewed or photographed by the media and for Boston Centers for Youth & Families to use your/your child's photograph in its publications and press releases.

Parent/ Guardian Name: _____

Parent/ Guardian Signature: _____

Date: _____

Volunteer Emergency Contact Info:

Last Name	First Name	Relationship	Phone Number
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Volunteer Coordinator Acceptance:

By signing below I acknowledge the rights and responsibilities of the volunteer in question and will do my best to support him/her in their commitment, striving to provide a positive workspace and volunteer experience. I also acknowledge and willingly accept the responsibilities and rights placed upon myself as volunteer coordinator, and this BCYF site.

Name: _____

Signature: _____

Date: _____

Boston Centers for Youth & Families * 1483 Tremont Street, Boston MA 02120
Fax: 617-635-4524 * Volunteer@BCYF.net

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